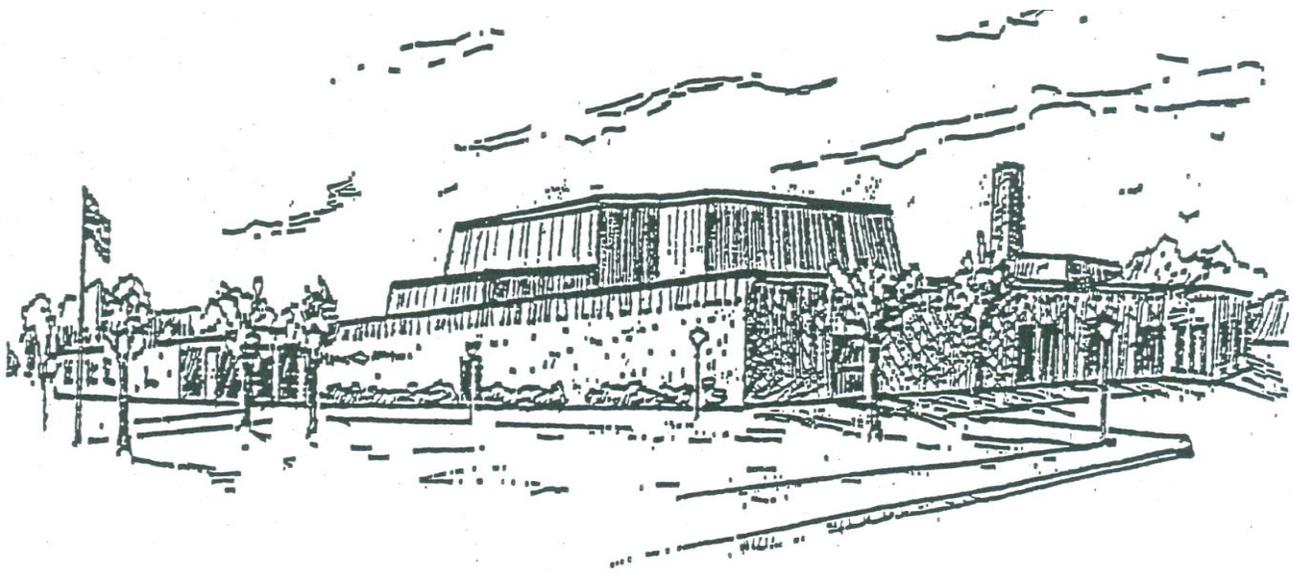


# UPPER MORELAND MIDDLE SCHOOL



2016-2017  
STUDENT AND FAMILY  
HANDBOOK

# **UPPER MORELAND MIDDLE SCHOOL**

***Blue Ribbon School of Distinction***

## **STUDENT AND FAMILY HANDBOOK**

**2016-2017**

### **School District of Upper Moreland Township Mission Statement**

***Upper Moreland Township School District, in partnership with the community, will provide all students with educational opportunities to develop knowledge, skills, and behaviors necessary for excellence and success as critical thinkers, as caring and confident individuals, and as contributing members of society.***

# **THE SCHOOL DISTRICT OF UPPER MORELAND TOWNSHIP**

## **Board of School Directors**

3000 Terwood Road  
Willow Grove, PA 19090  
215-830-1500

Mrs. Lisa Berlin  
*President*

Mr. Brian Davis  
*Vice President*

Dr. David Hakes  
Mr. Albert DerMovsesian  
Mr. Shone Fix  
Mrs. Karen Houck  
Mrs. Stacey Liesner  
Mr. Philip Schwarz  
Mr. Mark Wenik

Regular Board of School Directors meetings are held on the fourth Tuesday of each month at 7:30 pm in the Intermediate School in the TLC II. The public is invited to attend.

# MESSAGE FROM THE ADMINISTRATION

## WELCOME TO UMMS!

This handbook has been designed to help ensure that all students will have a successful school year and that families will be knowledgeable about our expectations. By reviewing this handbook families will know the rights and responsibilities of students at Upper Moreland Middle School. Families will know our various procedures, policies, and regulations. Understand that our rules are in place to provide a safe and nurturing environment for all students and staff members. Should questions arise regarding the information in this booklet, feel free to contact the school.

Middle School is a time of transition for each family. Students need to make an adjustment from elementary school to middle school and on to high school which requires that they begin to become more independent and responsible. Since they are also going through adolescence, this doesn't happen overnight and occurs at different times for each child. They are changing physically, emotionally, socially, and psychologically.

Our faculty, staff, and administrators are planning and preparing as we await the arrival of your "tweens and teens." We look forward to meeting you and sharing an overview of the academic year at that time.

Dr. Joseph M. Waters, Principal  
Dr. Leslie J. Djang, Assistant Principal for Curriculum and Instruction  
Richard L. Gould, Assistant Principal for Student Services  
Rick Small, Management Assistant



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# STUDENT RESPONSIBILITIES

The Commonwealth of Pennsylvania has identified certain rights and responsibilities of students in the Public School System. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most importantly, students share a responsibility with the administration and faculty to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner.

It is the responsibility of the students to conform to the following:

- Be aware of all rules and regulations for student behavior and conduct themselves accordingly.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
- Assist the school staff in operating a safe school for all students enrolled therein.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Attend school daily and be on time at all classes and other school functions.
- Make up work when absent from school.
- Pursue and attempt to successfully complete the courses of study prescribed by the Commonwealth and local school authorities.

**NOTE:** The school district has a written policy for discipline and attendance. This policy, *THE MIDDLE SCHOOL CODE OF STUDENT CONDUCT*, is approved annually and is distributed to all students.

Our dream is for all students to be successful and happy in school. Given the commitment exhibited by the Upper Moreland parents and community, and given the resources which exist within the Middle School, such a dream is, for the most part, within reach.

For children to be successful students and contributing members of the Upper Moreland Middle School, they should try to accomplish these goals:

1. report to each class prepared and on time
2. make an honest effort to complete all assignments--in class and for homework
3. take extra time to study for tests and quizzes
4. be respectful of fellow students and work to resolve any problems or conflicts in a reasonable and peaceful way

5. be respectful of teachers and exhibit cooperation and good manners in class
6. demonstrate respect and care for school property and the property of others
7. maintain an attitude that reflects a care for learning and a desire to be successful

Helping to focus on these seven positive goals will assist your children in reaching success and will also help your children demonstrate the kind of positive school citizenship that will contribute toward making the Upper Moreland Middle School a better place for everyone.

The behavior of an Upper Moreland Middle School student should reflect the standards of good citizenship expected by society. Self-discipline is one of the most important goals of education. While education is the right of American youth, student participation in certain ancillary programs and activities are not rights which are guaranteed, but rather privileges which can be granted and revoked.

Examples of such privileges are:

- Participation in co-curricular activities (athletic and non-athletic)
- Attendance at home athletic events
- Attendance at school social events (dances, trips, etc.)
- Membership in school clubs and organizations

Students wishing to take advantage of these opportunities are required to exhibit appropriate behavior on a regular basis. Compliance with the Middle School Code of Conduct is a prerequisite for granting and retaining such privileges.

The building administrators may withdraw the privileges of any student who demonstrates a disregard for proper behavior and cooperation or violates the Middle School Code of Conduct. Upon seeing evidence of appropriate behavior modification over an extended period of time, the administration may reinstate privileges previously revoked.

## **Acceptable Computer Use Policy**

The Upper Moreland School District is pleased to offer the availability of Internet access to students for the purposes of educational and personal growth. With the privilege of Internet access comes the responsibility to use the resource wisely. The use of Upper Moreland computers, the computer network, and the Internet is a privilege, not a right. Inappropriate use can result in cancellation of privileges for all involved parties. Based upon the unacceptable use of the system, the administrators may suspend or terminate usage. In the case of Level I and Level II offenses, students currently enrolled in courses that involve daily use of the computers during class would retain privileges during class periods only, all other use would be suspended. In serious ethical violations, all access may be suspended even if course work is jeopardized. In these cases, future enrollment in computer courses may be denied. Furthermore, students and their parents are liable for any expenses incurred in the school district's efforts to uncover or repair computer or software damages.

1. Students are responsible for adhering to all Upper Moreland School District Internet guidelines and policies and to the school's Code of Conduct.
2. Transferring copyrighted materials to or from any Upper Moreland School network without expressed consent of the copyright holder is a violation of federal law and is prohibited.

3. Students using the Internet accept the responsibility to keep all inappropriate material from entering the school network.
4. Use of the district computer system, to include electronic mail and other network communications facilities, to harass, offend, or annoy other persons is forbidden.
5. Students using school district computer facilities may not allow any other person to use their password or to share their account. It is the student's responsibility to protect his/her accounts from unauthorized use by changing passwords periodically and using passwords that are not easily guessed.
6. Any attempt to circumvent system security, obtain or use others' passwords, or in any way gain unauthorized access to local or network resources is forbidden.
7. Use of the district's computer system for commercial gain or profit is not allowed.
8. Students using the network within the Upper Moreland School District may not move, repair, reconfigure, modify, or attach external devices to the systems.
9. First priority for use of the Internet within the Upper Moreland School District's computer facilities is afforded to those students who have an educational need.

The Upper Moreland School District may impose time restrictions on use of the computer system to insure equity of use. The Upper Moreland School District may modify these guidelines at any time. Students using the school district's computer facilities are responsible for reading and observing these newer rules as well.

#### Computer Ethics/Etiquette

Engagement in the following behavior will result in discipline appropriate to the level of offense and/or loss of network privileges for a minimum of one marking period:

- Writing and/or sending abusive messages to others
- Using inappropriate or vulgar language (accessed, written, or printed)
- Transmitting personal address and/or phone number of self, other students, or staff
- Failing to report activities of others which may be questionable
- Disruption of the network, e.g., sending e-mail messages or broadcast messages; annoying other users using the talk or write functions
- Use of system for commercial gain or profit
- Giving password to another user
- Use of another individual's account or access
- Accessing "chat" rooms or talking in real time
- Accessing web sites in questionable subject areas without permission from staff
- Using the system not in support of education and research consistent with the educational objectives of Upper Moreland
- Accessing blogs/forums/social networking websites (i.e., MySpace, Xanga, Facebook, MyYearbook, Friendster, and Bebo) is not permitted unless it is used as a source for research assigned by a teacher. A note from the teacher supporting specific use will be required.

#### Computer Security/Ethical Violations

Engagement in the following behavior will result in discipline appropriate to the level of offense and/or loss of network privileges for a minimum of one term (semester):

- Downloading or uploading documents without permission
- Misleading staff about document transmission requests
- Invasion or violation of system security

- Demonstration or exploitation of security weakness to other users
- Altering passwords or accounts of other users
- Transferring files from one user to another
- Offering access to any individual outside of the Upper Moreland School District
- Moving, repairing, reconfiguring, modifying or attaching external devices to the system

### Discipline for Major Computer Security/Ethical Violations

Engagement in the following behaviors will result in discipline appropriate to the level of offense and/or permanent loss of privileges, and/or referral to law enforcement authorities:

- Accessing, using and/or transmitting of material in violation of any U.S. or state regulations, including but not limited to copyrighted material, illegal activities, threatening or obscene material, or material protected trade secret
- Entering the system in an unauthorized capacity, such as identifying oneself as an administrator or teacher user
- Vandalism, such as attempting to or actually harming or destroying data of another user, the NetWare system, internal system, connected agencies or any other connected networks. This includes but is not limited to the uploading/downloading, sharing or creation of computer viruses, or "Trojan horses"
- Breaking in or attempting to break into another computer system
- Writing and/or running programs that would violate network security
- Destroying or altering hardware and/or software of the system
- Refusal to cooperate with system administrator

## **Attendance**

### Excused Absences

The Board of School Directors of Upper Moreland Township, consistent with Pennsylvania law and regulations, will not condone nor permit absences from school for an unlawful reason and will not issue credit if minimum student attendance is not achieved. Therefore, every student enrolled in the public schools of Upper Moreland Township will be in daily attendance except for the following reasons:

1. Personal illness
2. Quarantine of the individual or home
3. Death in the immediate family (5 day maximum)
4. Educational trips will be considered by the building Principal on a case by case basis. In reviewing a request for an educational trip, the building Principal will confer with the Superintendent of Schools, and will follow these guidelines:
  - Educational trips will not be approved during school testing periods. Days off during these periods will be considered unexcused;
  - Educational trips will not be approved for trips that would typically be considered as a "vacation" if taken at times of the year when school is not in session. Such "vacation" trips would typically include destinations such as amusement parks, theme parks and travel to resorts. If not approved,

- days taken off will be considered unexcused;
- Educational trips will not be approved for students with a history of unexcused absences and/or unexcused lateness to school. If not approved, days taken off will be considered unexcused
5. Exceptionally urgent reasons - must pertain to the student
  6. Religious holiday
  7. Suspension from school
  8. Required court appearance
  9. College visitation when applicable
  10. In the case of the exceptional student (special education), where absence is caused by or directly related to the student's exceptionality
  11. Religious instruction - at the written request of a parent, students may be excused for up to 36 hrs. of religious instruction per year

Absences for the above reasons, when verified in accordance with the Absence Verification section below, will be excused, although work missed must be made up in accordance with Absence/Academic Requirement section below.

All other absences which occur without prior administrative approval will be considered unexcused for all purposes, to include making up absences under Absence/Academic Requirement section below.

After three days of unexcused absence, a warning notice will be sent to the parents or guardian. With the next unexcused absence, a criminal complaint will be filed without warning with the District Justice for court action.

### Absence Verification

When a student returns to school after an absence, a written excuse must be provided by a parent/guardian. This excuse must be for one of the permissible reasons for absence stated in Excused Absences section above in order for the absence to be excused. Unless a written excuse is presented within three school days after the student returns to school, the absence will be counted as unexcused.

A doctor's excuse note **may be required** for any absence due to illness or injury that is three or more consecutive school days in duration and/or for a student who is consistently absent from school (ten or more days) in order for the absences not to be declared unexcused.

### Absence and Academic Requirements

Any student who is absent from school/classes for any reason must make up all missed class assignments. If the made up work is satisfactory, the student will receive credit for the assignment. Work is not permitted to be made up during classes unless special provisions are made with the teacher.

Students who are absent from school must make arrangements to complete missed class work and homework. This can be accomplished by calling a friend or seeing teachers upon return. Students out **one or two days** will be able to check the "HOME ACCESS CENTER" to get assignments. For an extended absence, (3 or more days) parents may call the guidance department and request assignments. The student should still check with all teachers upon returning from an absence since tests, labs, and group activities cannot be sent home. Every effort will be made to assist students who have been ill.

Parents/guardians of any student who they know will be lawfully absent for more than three school days must notify the school so that arrangements can be offered

for home assignments. The parents/guardians of any student who will have a prolonged absence (two weeks or longer) must notify the school to make the necessary arrangements for some method of homebound instruction. Exceptions must be requested in writing. In each case, substantiation of the reason for the absence is required.

#### School Sponsored Activities

Students participating in a co-curricular school sponsored activity must be signed in by 9:00 am and be present for a minimum of four hours to be eligible to participate in a practice, rehearsal, performance or competition on that day (unless the student has prior approval of Administration). A student on in-school or out-of-school suspension may not attend and may not participate in any extra-curricular activities during the length of the suspension. A student who is absent the day before a school holiday, or a weekend, is not permitted to participate in a school-sponsored activity to be held on said holiday or weekend unless a valid excuse note is presented to the faculty advisor in charge of the activity. The Code of Conduct will apply to all school -sponsored activities.

#### Dismissal During School Hours

Attempts should be made to schedule all medical and dental appointments at times other than during the school day. A student who needs to be excused for a part of the day for such an appointment must present a written request from his/her parent or guardian, and must subsequently file a note from the doctor verifying that the appointment was attended. A student who has an excusable appointment is to attend classes until the time of dismissal and then return after the appointment, unless medical reasons prevent such a return.

All missed class assignments must be made up in order for the student to receive full credit. This includes those assignments missed because a student is excused by the nurse or an administrator to go home or to attend a school activity. It is the student's responsibility to make arrangements for make-up work.

#### Lateness to School (Tardiness)

A student's late arrival to school will be excused for the following reasons only:

1. Personal illness
2. Quarantine of the individual or home
3. Death in the immediate family
4. Unusual weather conditions
5. Exceptionally urgent reasons - must pertain to the student
6. Religious holiday
7. Required court appearance
8. In the case of an exceptional student (special education) where the tardiness is caused by or directly related to the student's exceptionality.

A request for excused lateness to school requires a written note signed by a parent/guardian which must be presented at the time of arrival at school. Consistent lateness to school because of personal illness may necessitate providing a medical excuse. Students who arrive late to school must report immediately to the office in order to be admitted to class. Failure to do so is a violation of the Code of Conduct.

Unauthorized tardiness and early departures during a marking period will be added together. When the accumulated total equals a school day (seven class periods),

the total will be counted as a day of unexcused absence for the purposes of this section. This process will continue so that each additional day of tardiness/early departures will be treated as another day of unexcused absence.

### Exceptional Students

These regulations will be equally applicable to exceptional students, except that an absence or tardy caused by or directly related to the student's exceptionality will be considered an excused absence or tardy. Whether an absence or tardiness is caused by or directly related to the student's exceptionality will be determined by consultation with a committee comprised of a building administrator, the special education supervisor, and/or a school psychologist. Consideration will be given to the requirements of the student's Individualized Education Plan (IEP) and by the student's teacher(s) in making arrangements for make-up work.

### **Beginning and Ending of a UMMS School Day**

School is open for students at 7:30 am. For safety reasons, students who do not arrive by bus should enter the building opposite the bus port at the auditorium side. Breakfast is served in the cafeteria from 7:30 am until 7:52 am. All students arriving before 7:52 am will report to their designated areas. Students arriving between 7:52 am and 8:00 am should go directly to their lockers and then immediately to PAWS/Advisory .

At the end of the school day, students are to leave the building directly after dismissal at 2:30 pm. Only those students who are under the direct supervision of a teacher, teacher assistant, organizational sponsor or coach are permitted to remain on campus. All other students are expected to go directly home and are not to remain in school or on school grounds.

### **Bullying**

Bullying in any manner is unacceptable behavior in UMMS and will not be tolerated. Bullying is defined as the repeated and systematic harassment or attacks on another student, perpetrated by a student or group of students, in school, on school grounds, in school vehicles, to or from school, or at school sponsored activities or sanctioned events and that has the effect of:

1. physically harming a student or damaging a student's property
2. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property
3. placing severe mental or emotional distress upon the student
4. verbal abuse through use of computer/internet/instant messaging or any other technological/telecommunications system or device

### **Cell Phones**

At no time shall a student have a cell phone in their possession during the school day. For purposes of this section, the school day is the time when a student first enters the building until student dismissal at 2:30 pm. Cell phones must be turned off and left secured in student lockers during the school day. A cell phone may be removed from the locker and utilized only after student dismissal at 2:30 pm.

If a student needs to use a phone during the school day, they may get a pass to use the phone in the main office.

Cell phones will be confiscated from any student found to be in possession of the phone during the school day. This will include phones that are visible or phones that are not immediately visible. Further, this will include phones that are being utilized or checked, phones that are turned on, or phones that are powered off.

Students who are found to be in possession of a phone that is turned off will have the phone confiscated as a first offense. The student must have a parent pick up the confiscated phone from a building administrator following this offense.

Students who are found to be in possession of a phone as a second offense will receive one administrative detention, plus the cell phone will again be confiscated and remain in the possession of the school until it is picked up by a parent.

Subsequent violations of the possession or use guidelines will result in further disciplinary action.

Failure to turn over a cell phone to a staff member will result in suspension. The school is not responsible for lost or stolen cell phones.

## **Cheating and Plagiarizing**

Cheating and plagiarizing are dishonest. Students who elect to engage in this behavior are attempting to get something for little or no effort. These actions can result in students gaining an unfair advantage over those who do honest work. When students cheat or plagiarize, they avoid real challenges, real learning and real growth by circumventing true academic challenges. Cheating and plagiarizing undercut the trust and openness which underlie the thoughtful collaboration and sincere debate which are the basis of a true education. Ultimately, only a refusal to indulge in or tolerate cheating or plagiarizing will bring these actions to an end.

At Upper Moreland Middle School cheating includes, but is not limited to:

- Copying homework
- Having parents or tutors complete assignments
- Copying from the test or quiz of another student
- Offering or receiving information about the content of tests or quizzes
- Bringing in and using unauthorized information during a test, including information stored on a calculator or computer
- Passing information to or receiving information from a classmate during a test
- Intentionally exposing a test paper to the view of classmates
- Submitting another's work as one's own
- Doing another person's assignment for him/her
- Presenting collaborative work as independent work
- Copying answers from answer guides in a text

Plagiarism: As a form of cheating, is defined as "the act of using another person's expressions in your writing without acknowledging the source." Acts of plagiarism include but are not limited to:

- Reproducing another person's work, whether published or unpublished, including using materials from any source that distributes prepared research papers
- Submitting, as one's own, any academic exercise prepared totally or in part by another

- Allowing another person to alter or revise one's work substantially and then submitting it as one's own
- Using another person's written words or ideas without properly acknowledging the source
- Failing to acknowledge study aids or common reference source
- Failure to acknowledge and cite all sources, including the sources of ideas, and all electronic sources
- Failure to acknowledge a source of information, regardless of intention
- Paraphrasing:

SAMPLE: "Slant lines and an oblique form of expression ensure the oddness of surface in Dickinson's poems; the resonant forms of her language stand for her conviction of the baffling eccentricity of life and thought" (from the introduction to her poems in *The Harper American Literature*)

**Plagiarized:** Emily Dickinson seems to use slant rhymes, oblique language, and punctuation to show that she finds life baffling.

**NOT Plagiarized:** The editors of Emily Dickinson suggest that she used slant rhymes, oblique language, and punctuation to show how baffling she found life (*Harper American Literature* 1171).

#### Preventative/Proactive Measures to Minimize Cheating or Plagiarizing:

- Submit original work
- Put away all notes, keep an eye on one's own paper, work in silence, and refrain from leaving one's seat once an exam has begun
- Place the names of all participants on any collaborative assignments or experiments
- Use an MLA format in all classes
- Submit a bibliography before the completion of any research paper
- Document all sources used
- Mention sources in the text of the document
- Consult the teacher if unsure about a question relating to the originality of one's work

## Conduct

The behavior of students should reflect the standards of good citizenship expected in a democratic society. Self-discipline is one of the most important goals of education. While education is the right of American youth, it is not an absolute right; consequently, it will be denied to any student whose behavior does not merit his or her continuation in school. School is an environment where appropriate behavior allows for better instruction, and ultimately, better academic success.

Students attending Upper Moreland Middle School are expected to exhibit behavior appropriate to an educational setting. The staff expects every pupil to be courteous to fellow students, to teachers, to substitute teachers and to all other members of the school staff. Courtesy and respect should be extended to visitors in classes, in the halls, in the cafeteria, in assemblies, and at athletic contests. All students are required to identify themselves and provide their proper name and grade when asked by any adult.

The Board of School Directors, in compliance with state law, annually reviews and adopts their policies concerning student behavior. These policies are contained in the *Middle School Code of Student Conduct* which is available on the district web site at [www.umtsd.org](http://www.umtsd.org) or provided in hard copy by request, to all students at the beginning of

each school year. Information in this document outlines what is acceptable behavior as well as what actions will be considered infractions of the rules. In addition, disciplinary responses for inappropriate behavior are listed.

Proper student behavior should extend beyond the environment of the normal school day. School-related activities are only successful if acceptable conduct is exhibited by all individuals in attendance.

### Athletic Events

The following guidelines for athletic contests are to be adhered to by every contestant and spectator alike to ensure that our athletic program is a credit to our school and the community:

- Visiting teams are to be honored guests of the home team and should be treated with every courtesy.
- Unsportsmanlike or unfair tactics are not to be used.
- All decisions of the game officials should be respected.
- Every student spectator represents his/her school as much as the contestants and should behave accordingly.
- Disrespectful behavior directed at officials, visiting players or fans will not be tolerated.
- Any spectator who continually evidences poor sportsmanship will be denied the privilege of attending future contests.
- Students may not attend extra curricular activities if they are not present in school that day.

### Social Events

- Only students of Upper Moreland Middle School will be admitted to dances, concerts, or any other functions that are given by the school.
- Once a student enters the event, he/she may not leave and then return.
- All school rules are in effect. Any infraction of school rules at an evening event will be dealt with in the same manner as if it happened during the school day.

## **Detention**

Students assigned to after school detention are to report to the Cafeteria by 2:35 p.m. Detention rules are as follows:

1. Talking or sleeping is not permitted.
2. Food is prohibited.
3. Students are to complete homework, read, or do some other quiet academic activity.

Violation of these rules will result in additional detentions or in-school suspensions.

## **Dressing Appropriately for School**

Appropriate attire should be worn in school at all times. Attire should not be offensive to others. Parents and students should use discretion in the matter of personal appearance. Students should be dressed in a manner indicating they are ready for school. An administrator will address individual student indiscretion in this matter.

In order to maintain the learning environment, all students must follow these guidelines:

1. Hats, hoods, other head covering, and sunglasses are not to be worn in the school building at any time (except for medical or religious reasons).
2. Shoulders are to be fully covered (spaghetti straps and tank tops are not acceptable).
3. Tops must reach past the waist-the midriff may not be exposed.
4. Skirts and shorts should be an acceptable length.
5. Pajamas or other clothing considered sleepwear are not acceptable.
6. Heavy winter coats and heavy jackets are not to be worn in the building during the school day. They must be stored in student lockers.

## **Eligibility for Athletics/After-School Activities**

Students involved in athletics and/or after-school extra-curricular activities must meet minimal academic standards to remain eligible for participation. Students involved in after-school activities may not be failing any subject at any point during their activity season. Students are reminded that, while we encourage their participation in sports or activities, their first responsibility is to be good students.

The academic performance of all students involved in athletics/activities will be monitored each week, and at the end of each marking period. Students with failing grades will be notified (teacher and coach) and placed on probation from the sport/activity. It is the students' responsibility to check with his/her teachers to see if the grade is improving. If the student improves his/her grade to a passing grade, he/she will be reinstated in the sport/activity. During the first week of probation a student may practice but not participate in athletic games or activity events. Each week following, if the student remains on probation, he/she may not practice or participate in that sport/activity.

The specific procedures are as follows:

- Names of students not passing all subjects are reported to the office each Friday by noon time.
- The teacher and coach/activity sponsor informs the student no later than Friday that he/she is ineligible, and is being placed on probation for the following week of the sport/activity.
- The student remains ineligible for the entire week following notification and is placed on probation for that sport/activity. He/she may practice (week one) but not participate in any games or performances.
- Students passing all subjects at the end of the week of ineligibility may then be reinstated.
- Students not passing all subjects for two consecutive weeks may not practice, attend, or participate in athletic contests/activity events.
- While on probation students will be provided the opportunity to remediate failing grades/academic deficiencies.
- It is the responsibility of the teacher, coach and student to communicate the status of the student's participation regarding the sport/activity to the parent.
- Students who do not pass all classes for a marking report period are automatically ineligible to participate, and are placed on probation for the first fifteen days (upon issuing of report card) of the next marking period. This applies to all classes, including Unified Arts.

## **Fighting**

Resorting to physical force to resolve a conflict, argument, or disagreement is not acceptable. If you sense a problem developing with another student that you cannot resolve by yourself in an acceptable manner, do not hesitate to do the following:

1. Speak with your parents about your concerns and have them notify the school of the situation or “potential problem” immediately.
2. Speak to your PAWS/Advisory teacher, guidance counselor, administrator, or any staff member with whom you feel comfortable.

Remember, fighting solves nothing and could possibly result in serious and/or permanent physical injury to yourself or another student. An unprovoked attack will be viewed as an assault. Students involved in fighting may receive an in-school suspension, an out-of-school suspension, or a citation for disorderly conduct.

## **Graffiti**

Sufficient art supplies are available for class and student activities. Students are not permitted to bring spray paint or indelible marking pens to school. Possession of these items may be grounds for suspension from school. A student who marks school property or items on school district property will be reported to the police and/or suspended from school.

## **Harassment**

Harassment is the action of bothering or annoying someone by way of repeatedly disturbing, tormenting, or attacking an individual. Some examples of harassment include: bullying, name-calling, racial, ethnic or religious slurs, intimidation, the taking of food or forced money lending. Harassment can be conveyed personally or through other communications such as telephone, mail or e-mail. If you witness or are the target of such behavior, please report it immediately to an adult. We wish to maintain a safe, orderly, and secure environment.

## **Hazing**

Hazing in any manner is unacceptable behavior in Upper Moreland Middle School and will not be tolerated. Hazing is defined as any action or situation:

1. that recklessly or intentionally endangers the mental health or physical health or safety of a student.
2. that willfully destroys or removes public or private property for the purpose of initiation, admission, or affiliation with.
3. or, as a condition for continued membership in, any organization operating under the sanction of or recognized by an institution of higher education.

The term shall include, but not be limited to:

1. any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance.
2. any other forced physical activity which could adversely affect the physical health and safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep

- deprivation, forced exclusion from social contact or forced conduct which could result in extreme embarrassment.
3. any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

## **Language**

Inappropriate or obscene language in the hallways or classrooms will not be tolerated. Students who use inappropriate language will be assigned a detention on the day of the occurrence, and a report will be forwarded to the discipline office for review and possible further action.

## **Lateness to Class**

All students are expected to go directly from one class to another, taking the shortest route. Students who are detained by a teacher must receive a signed note from that teacher for admission to the next class. Chronic lateness will result in parental contact and possible disciplinary action.

## **Lateness to School**

At the sound of the warning bell at 7:58 am, students should be in or on their way to PAWS/Advisory. Students arriving after 8:00 am are considered late. Late students must report to the attendance counter inside the commons area. A late pass will be issued for admission to PAWS/Advisory or class. Chronic lateness will result in disciplinary action.

## **Lockers**

The hall lockers are assigned by the PAWS/Advisory teachers. Each student receives a combination lock for the locker. It must be understood that both the locker and lock remain the property of the school and they are only lent to the student. The school reserves the right to inspect a locker at any time. Students are responsible for maintaining a clean, graffiti-free locker.

The security of your personal belongings can only be maintained when the combination of the locker is known only to you. Students are not to share lockers.

Lockers may be used before and after school, during lunch and during a designated locker use time. We encourage students to use their lockers in order to lessen the amount of materials they have to carry.

At the beginning of 6<sup>th</sup> grade, each student is given a gym locker. This locker will remain with the student through the 8<sup>th</sup> grade.

## **Locker Rooms**

All students are assigned to a locker in the physical education locker room at the beginning of each school year. Students participating in sports may also be assigned a locker in the team locker room at the beginning of each sports season. The following rules must be followed by all students:

- The physical education locker room is open only to students who have physical education classes when those classes are scheduled. The team locker-room is open only to members of athletic teams when games or practices are scheduled.

- No food may be eaten in the locker room.
- All lockers and the locker room must be kept clean.
- Articles found in lockers not officially assigned to a student will be removed, held for a reasonable length of time, and if not claimed, will be disposed of.
- Students are encouraged to keep physical education lockers locked at all times. Money or valuables must be left with the coach or physical education teacher for safekeeping, since the school does not assume responsibility for articles left in lockers.

As with hall lockers, physical education and team lockers may be searched by school authorities. Students may only use school issued locks on a physical education or team locker.

### **Personal Audio/Video Devices**

At no time shall a student have a personal audio/video devices (radio, CD player, I Pod, MP3, PDA, etc.) or any similar electronic device during the school day. The school day is begins when a student enter the building in the morning until the end of the academic day at 2:30 pm. The device may be confiscated, turned into the main office and the student will be asked to pick it up in the main office at the close of school that day. Continued unauthorized use of any such items in school could result in disciplinary action. This policy does not apply to the possession or use of Kindles/Nooks used for educational purposes.

Any student who brings a personal audio/video device to school does so at his/her own risk. The school accepts no responsibility for the theft or damage of any such item.

### **Sexual Harassment**

Anyone, male or female, young or old, can sexually harass others or be the target of harassment. This form of harassment involves unwanted words or actions of a sexual nature that hurts or humiliates people. It is a form of discrimination since someone is treated differently because of his or her gender. This kind of behavior has no place in a society that respects each individual. Upper Moreland Middle School will not tolerate harassment of any kind, whether it be conveyed verbally or in written form. Speak to any adult you choose if you or a friend are the target of sexual harassment. Each situation will be investigated and offenders will be dealt with accordingly.

Harmful or hurtful e-mail messages sent to and/or about other students or families will not be tolerated. It constitutes harassment and will be reported to the police if warranted.

### **Safety**

Your safety and well-being during the school day is a major concern of the Upper Moreland Middle School staff. The rules and regulations have been designed for the purpose of providing each of you with a safe and orderly school environment.

Our personal concern for your safety must be combined with your constant awareness of safe behavior. You are expected to assume personal responsibility for your safety and the safety of those around you.

While accidents do occur, most can be prevented with care and good judgment. Please observe the following:

1. When walking in the hallways, stay to the right to avoid colliding with others
2. Leave light switches and/or electrical receptacles alone
3. Hand things to others – refrain from tossing objects back and forth
4. Birthday punches, practical jokes, etc., are dangerous and unacceptable
5. Report any unsafe conditions to an adult

## **School Bus Behavior**

The school bus and bus stop are an extension of the school campus; therefore, the policies that govern school behavior apply to bus behavior. For your safety, observe all bus regulations. Inappropriate behavior may result in the withdrawal of bus privileges or school suspension.

No students are permitted to eat any food or drink any beverage while on a school bus. Students are not permitted to bring roller blades or skateboards on the bus.

**NOTE: All students must ride the bus to which they have been assigned both to and from school daily. Due to busing capacity, we are unable to grant any requests for students to ride another bus.** No student assigned to a bus is permitted to walk home. Students will need to make other arrangements when meeting friends after school.

The following are examples of student actions while on a school district vehicle that will result in discipline according to the proper level of the Code of Conduct; continued inappropriate bus behavior may result in loss of all bus privileges:

1. Smoking, eating, drinking, or chewing gum
2. Being improperly seated
3. Extending arms or head from a school district vehicle
4. Pushing, shoving another student, or fighting
5. Yelling, shouting, or engaging in excessively loud talking which could distract the driver
6. Spitting or using a water pistol while on a school district vehicle
7. Bringing a pet on a school district vehicle
8. Running after a school district vehicle
9. Riding a school district vehicle other than the vehicle assigned to the student
10. Throwing objects of any kind while a passenger on a district vehicle
11. Carrying firearms, other weapons, or fireworks
12. Using profanity and obscene gestures
13. Vandalizing of a school district vehicle
14. Unauthorized riding of district late buses

## **Search and Seizure**

Lockers belong to the school district and are provided to the student only for limited purposes. The administration has a right to inspect a student's locker at any time.

**Pat Down and Search:** May be made by a designated school employee of the same sex for reasonable suspicion.

**Complete Search:** If there is proof or evidence of illegal material being hidden on the person, and safety concerns require an immediate search, then a complete search

will be made by a designated school employee of the same sex with a witness present. The search will be conducted as unobtrusively as possible while still conducting a search the scope of which is reasonable under the circumstances giving rise to it.

## **Skates/Skateboards**

Skateboards, rollerblades or any like equipment are prohibited at UMMS.

## **Smoking on School Grounds**

The Pennsylvania Crimes Code and the district smoking policy prohibit the possession or use of tobacco by students in school district buildings, school district vehicles, and on school district grounds. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe or other smoking product, and smokeless tobacco in any form.

It is the policy of the Upper Moreland School District that the possession or use of tobacco by students is prohibited on school grounds, in school district vehicles, and in school district buildings. Violations will be reported to the local District Court for prosecution under Pennsylvania Crimes Code, Section 6306.1 and shall, upon conviction, be sentenced to pay a fine of not less than \$50.00 plus the cost of prosecution. Students will also be suspended out-of-school for a period of two full days on the first offense. Subsequent offenses will result in further out-of-school suspensions.

Students found in an area where smoking has recently occurred are subject to a “reasonable cause” search for tobacco items. Searches of this nature are outlined in Section VI Subsection B of the *Code of School Conduct*.

## **Suspension**

Students involved in disciplinary action, which warrants in-school or out-of-school suspension, will be excluded in compliance with the following:

1. Parents will be notified of the infraction and length of suspension.
2. While on suspension, a student is not permitted to participate in, or attend school functions; or be on school grounds.

In-school suspension shall mean exclusion from attending regular classes for one entire school day. ISS will be under the direction of a staff member. A student assigned to ISS will report to the ISS room immediately upon arrival to school. The student will complete assignments gathered from his/her classroom teachers. Parents will be notified in all such cases.

## **Student Obligations**

A report of student obligations will be compiled at the end of each marking period. Students who owe fines, library books, school uniforms, etc. will be required to settle these obligations in a timely fashion or face disciplinary action and/or loss of privileges. Report cards and other school records cannot be released until all school obligations have been cleared.

## **Tobacco, Drug Paraphernalia, Illegal Substances**

Refer to the Middle School edition of the District Code of Conduct for extensive information regarding these items.

## **Trespassing**

Individuals who trespass on school grounds or in school buildings are subject to school discipline and/or legal prosecution consistent with the Pennsylvania Crimes Code.

## **Vandalism**

We wish to maintain a clean, healthy and safe environment for our students. Acts of vandalism interfere with our work towards that goal. Students involved in vandalism will receive severe disciplinary action that may include suspension, restitution for damages by parents, and notification of the Upper Moreland police. Carrying aerosol spray-paint cans, broad-tipped indelible markers, or other marking devices into school, with the intent to vandalize, is a criminal act. (See the District's Code of Conduct for more information.)

## **GENERAL SCHOOL PRACTICES/PROCEDURES**

### **Absence Notes**

Students are required to present absence excuses for all days of absence. Either pre-printed forms (available in the attendance office) or hand-written notes are acceptable. In either case, a parent signature is required.

### **Admission of New Students**

Only students living with parents or guardians who legally reside in Upper Moreland Township are entitled to attend Upper Moreland Township public schools. All new students must first register at the Registration Office in the Administration building.

### **Assemblies**

Student performances, special speakers, music programs and a variety of other activities are part of the general assembly schedule. Whatever the program, much of its success lies in the behavior of the individual student as a member of the student body. The student will respect the efforts of those who are performing. Any discourtesy reflects not only upon the individual but also upon the school.

### **Bicycles**

Since a specific area (front of school) is provided for parking bicycles, students are required to park in these areas if they choose to use this mode of transportation. The school assumes no responsibility for any bicycle damaged or stolen. Students are urged to secure their bicycles to a bike rack with a chain and lock.

### **Co-Curricular Activities**

The Upper Moreland Middle School has many activities available to students. These activities can occur both during the day and after school, and include the following: Builders Club, Art Club, Student Council, Media, Concert Band, Jazz Band, Marching Band (Fall), Band Front, Drama, Stage Crew, Indoor Guard, Yearbook Committee and Chorus.

Due to PIAA rules, only 7<sup>th</sup> and 8<sup>th</sup> graders can participate in inter-scholastic sports.

## **Daily Announcements**

Morning announcements are made on our closed circuit television. To ensure that everyone hears these announcements, all students are to stop all activity and remain quiet while the announcements are being made.

## **Daily Class Schedule**

On the first day of school, each student will receive his/her schedule. A typical day includes Paws/Advisory (38 minutes), 5 academic classes, 2 unified arts classes, and lunch. Students follow a six day cycle of classes.

## **Early Dismissal**

Students requesting an early dismissal must bring in a note, signed by a parent or guardian, to the attendance secretary before the start of the school day. Parents/guardians picking up the student should report to the main office at the designated time. Only an adult may sign a student out of school. Parents or guardians signing a student out for any reason must present their identification to be scanned into the automated student management system.

## **Emergency Closing of Schools**

If emergency conditions make it necessary to close school, official notification will be presented over radio and TV stations, Bear News Network, on the Upper Moreland website and as a notification on E-communicator and through the One-Call system soon as possible. Although the code number for Upper Moreland District has been 310, an updated bulletin is distributed each year. In any event, please do not call the principal, teacher, or the school so that the channels of communication may remain open for decision making. The District Emergency Information Line is 215-830-1508.

## **Emergency Event Drills**

Our first concern at UMMS is for the safety and welfare of all our students. To that end we hold emergency event drills to prepare our students with a quick and safe response should an emergency occur. All drills are taken seriously by the faculty and administration and the same is expected from the students. Those students who fail to maintain proper behavior during a drill will be subject to appropriate consequences.

A fire drill is conducted once a month during the entire year. Lockdown, weather emergency and all-campus evacuation drills are conducted several times during the course of the school year.

## **Faculty Room**

The faculty dining room and lounges are reserved for staff members. Students are expected to refrain from entering these areas without special permission.

## **False Alarms**

The fire alarms in all schools are automatically connected to the police station. Any student found guilty of pulling the fire alarm may be subject to a minimum \$500 fine. This action will be considered a Level 4 offense in the Upper Moreland Middle School Code of Conduct.

## Family Educational Trips

Requests for educational trips must be made in writing at least 10 days before the trip. If approved, the student must show his/her teachers the note. It is the student's responsibility to follow through with any assignments given by the teacher.

(Please review Attendance Regulations in the Middle School Code of Conduct for a complete explanation of the District's policy on family educational trips.)

## Field Trips

Field trips are offered to students throughout the school year. Parents may be requested to serve as chaperones. Only those students who demonstrate appropriate school behavior will be permitted to attend these trips. Students who do not attend field trips are expected to be in school and complete appropriate work.

A signed permission slip and the cost of the trip (if applicable) must be forwarded to the sponsoring teacher within the stated appropriate timeline. If you are experiencing financial problems and need help with the cost of field trips, please contact an administrator. Unless the trip is cancelled, requests for refunds may not be honored.

## Golden Bear Café

The Upper Moreland Middle School Food Services Department is dedicated to providing a nutritious breakfast and lunch to our students. View the district website for daily menu, School Café online payments, meal benefit website, FAQ's and announcements.

The Golden Bear Café participates in School Café, a computerized prepayment system for meals at school. All students use their student ID number to access their account. School Café accepts money over \$20.00 any school day at any time, online. School café is more secure than cash. Pre-Pay accounts are set up to use at breakfast, lunch or for ala carte snacks. We also still accept cash and checks made payable to UM Food services with the student name and number on them.

The Golden Bear Café is open before homeroom for breakfast. Typical breakfasts include cereal, yogurt, French toast, breakfast burritos or breakfast sandwiches. All breakfast meals include components such as an entrée (meat and grain or meat or grain), juice, milk and fruit for \$1.15. Students must select three different components and one must be a ½ c serving of a fruit or a vegetable. Any breakfast meal without the proper components will be charged as individual items.

The Golden Bear Café features three fast serve areas with new choices daily at lunch. *Fast Tracks* features: pre-wrapped choices, side dishes, and milk so students can grab and go. The *Main Line* features: favorite entrees, milk, and side dishes. *Salad Bar* features: Get Fresh Salad Bar, pizza, pasta, and hot or cold sandwiches. To complete your meal just add veggies, fruit, milk and more. If you want to build your own salad, this is the stop for you.

### **\*School Meals are Changing - New School Meal Requirements\***

The new requirements are great news for your child! The new requirements will help *Upper Moreland School District* build on the work we are already doing to provide more fruits, vegetables, whole grains and healthier entrees in our school cafeterias.

### **Some of the New Requirements Include:**

- Increasing the amount of fruits and vegetables

- Setting calorie limits
- Increasing whole grains
- Limiting the amount of meat/meat alternatives and grains

Students will now be required to have  $\frac{3}{4}$  cup of fruit or vegetable on their tray for it to count as a full meal. Anything less than a full meal will be charged as individual items. We plan to offer a variety of fruits and vegetables daily to give students more options in the hopes that choosing fruits and vegetables will be easy.

Lunch is \$2.60. Healthy snacks are available featuring low or reduced fat baked goods such as pretzels, cookies, ice cream, baked bag snacks and beverages. Snack prices range from \$.50 to \$1.50.

**What we are Doing :**

- Fresh fruit and vegetables are served daily.
- Sandwiches are served on whole wheat buns/Pasta is whole grain.
- Milk that is available is only low-fat or fat-free (all flavored milk is fat-free).
- More beans, dark green and red-orange vegetables are served on a weekly basis.
- Fresh Takes- Fruit and Veggie bars include romaine lettuce and spinach.

The school nutrition program needs the support of you, the parents, to succeed! Please support this effort by encouraging your child to give the healthier meals a try, talk about the healthy options, or simply introducing your child to these healthy changes at home.

Should your child's health record indicate a food allergy, you will be required to complete a prescription request. These requests are to be completed yearly and must be signed by a medically recognized authority. Please complete the form from the district website and send to the school nurse. We restrict the serving of foods containing peanuts or tree nuts at all serving areas. We cannot make accommodations without the signed food allergy form.

Complete Free/Reduced Meal Benefit forms on-line or return paper applications to Ms. Candy Tardif, Child Nutrition Manager of the Golden Bear Café. Any questions regarding eligibility status for the program should be directed to the U.M. Food Services Department in the Administration Building 215-830-1520 or 215-830-1522.

We suggest maintaining a balance of \$5.00 in your account at all times. The office staff does not lend money to students and charging is permitted for only one meal. Students charging one meal will receive an e-mail or phone message to their home informing parents that **NO ADDITIONAL** purchases can be made until the funds are repaid. The **ONE** allowable charge will remain in the student's account. All funds paid into the student's account will first be used for any outstanding balance, prior to the student being allowed to purchase any other food.

Students are expected to clean up after themselves and to leave the tables in good order in preparation for the following lunch period. All spills should be reported to the lunchroom staff. No food or drink is to be consumed in the hallways or removed from the cafeteria. Thank you!

**Important websites:**

- [www.umtsd.org](http://www.umtsd.org) –District Offices- Food Services
- [www.ParentOnline.net](http://www.ParentOnline.net) – Online payment website
- [www.paschoolmeals.com](http://www.paschoolmeals.com) –Online meal benefit application

## **Hall Traffic**

During the passing of classes, students should walk briskly and in an orderly fashion to their destination. Loitering is discouraged and horseplay will not be tolerated.

## **Helium Balloons and Deliveries**

Products from commercial establishments are not permitted to be ordered by, or delivered to, students at any time. Mylar or Helium filled balloons are prohibited in school and on school buses. Helium is a dangerous gas and can cause loss of consciousness and serious physical distress.

## **Late Buses**

In addition to the regular AM and PM transportation services, there are late buses at 4:15 pm. Students must have prior approval to ride on the 4:15 pm buses. The 4:15 pm bus is for students attending school-sponsored activities, detention and academic support. The 5:30 pm bus is for students participating in a school sponsored activities only. The 5:30 pm bus is not available to spectators.

## **List Serve**

The UMTSD “list serve”, named “Upper Moreland e-communicator,” enables the district to send messages to parents and community members whenever appropriate. Currently there are individual list serve categories for the Primary School, Intermediate School, Middle School, High School, superintendent’s message, and key communicator information. Parents and community members who wish to receive e-mails from one or more of these categories should sign up through the UMTSD website.

By establishing these list serves, the district is able to provide updated and ongoing information on a regular basis. During an emergency such as a snow day or a school lock down, information will be sent simultaneously to all of the list serves at once, providing the district with an instant method for communicating with a large segment of the school community.

To receive information from one or more of the list serves, you will need to register. This will need to be done even if you had previously registered for our list serves last year. Please take a moment to register (or re-register) through our school district website ([www.umtsd.org](http://www.umtsd.org)). Follow the links from the front page to “sign up for the new List Serve - UM e-communicator”. Be sure to choose all of the categories that are of interest to you.

## **Lost and Found**

Any lost or found article should be taken to or claimed at the back of the cafeteria on tables.

## **Medication for Students**

The school nurse will dispense medication to students according to the times and directives as prescribed by the student’s doctor and printed on the bottle.

Medication must be brought into the nurse’s office in the morning, or dropped off

by parents. Over the counter medications (Tylenol, etc.) can be dispensed as well. The school must have a note from the parent and health care provider indicating when the medication is to be taken.

Under no circumstances are students permitted to carry medications on their person. All medications must be brought to the nurse's office by a parent.

### **"PAWS/Advisory" (Performance Activities with Students)**

Students report to Paws/Advisory immediately after going to their lockers. "PAWS" (Performance Activities with Students) is a play on the word "pause", because the school day will pause at the beginning of the day for students to participate in a variety of activities. This pause will occur for thirty-eight minutes each day throughout the school year.

Paws/Advisory is homeroom and the place from which important notices are distributed. School attendance is taken during this time. The Paws/Advisory teachers can also be consulted for questions or problems that may arise during the course of the year.

Over our six day rotating schedule, we will implement our PAWS/Advisory schedule of classes for grades 6, 7 & 8 daily. All classes meet for a thirty-eight minute resource period at the beginning of the day. Current and potential activities include:

- complete class-work/make-up work
- complete homework
- make up tests/quizzes
- remediation help
- complete research (utilizing library or computer lab)
- SSR
- drop-everything-and-read
- PSSA preparation
- Reading Olympics preparation
- Meetings with guidance counselor
- Special education resource opportunities
- Student Council activities/projects
- combine grade level rehearsals (band, chorus, orchestra)
- awards programs (honor roll, gold card, etc.)
- enrichment activities
- club meetings, organization meetings

Students request a "PAWS/Advisory" pass from a teacher for remediation, make-up work, etc. prior to the PAWS/Advisory period. A teacher may request that a student come for remediation/make-up work, etc. and will issue him/her a pass. Students are to bring homework/class work, SSR book, etc. to PAWS/Advisory period. Students will go to their locker before, not during the PAWS/Advisory period.

### **Physical Examinations**

Each student under the school law and regulations of the State Board of Health is required to have a medical examination in the first, sixth and eleventh grades, and a dental examination in the first, third and seventh grades. The State Board of Health recommends that the family physician and family dentist give the examinations and make notations on the forms supplied by the District. Students new to the District are required to have these examinations upon entrance to the school.

Students who are planning to participate in sports activities are required by the PIAA (The Pennsylvania Interscholastic Athletic Association) to have a physical after June 1, 2016. That physical will be valid for the entire school year thru May 31, 2017. PIAA physical forms can be picked up in the Middle School Office or the Administration Building.

## **School Supplies**

In the beginning of the school year, each of your teachers will inform you of the necessary supplies for his/her particular course. However, every student is expected to have a notebook, pencil or pen and an assignment book in every class.

The Middle School provides an assignment book for each student. Students are expected to bring the assignment book to every class. Parents may use the assignment book to communicate with the teachers and are encouraged to check their son's/daughter's assignment book each night.

## **Sports/Student Accident/Injuries and Insurance**

If you sustain any injury during the school day, report it immediately to a supervising teacher/coach to receive the needed help and attention. A student accident report will be completed by the teacher/coach.

Upper Moreland Township School District has provided coverage for all students participating in athletic activities through an Accident Insurance Plan Underwritten by Ace American Insurance Company. Students are covered for all School Sponsored and School Supervised Gym Classes, Interscholastic Sports, and Senior High Football including traveling to and from such activities.

Benefits will be paid on a Primary Excess over \$100.00 basis, which means: Ace American Insurance Company will pay the first \$100.00 of eligible expenses without regard to other insurance. Charges must then be submitted to the parent's insurance carrier for payment. Eligible Expenses not covered by the Parent's insurance can be resubmitted to ACE American Insurance Company for payment within the limits of the policy.

Eligible Expenses will be paid on the basis of Usual & Reasonable charges.

Usual & Reasonable Expenses means the customary fees and prices charged in the zip code area where the services and supplies are offered. The services and supplies used for the treatment of the injury are those that are usually required for similar injuries.

In the event of a sports injury, the following procedures need to be followed:

- Report the injury immediately to school official. (Failure to report injury immediately may result in non-payment of Benefits)
- Obtain a Claim form from the school official and complete with details of the injury and signature.
- The portion of the Claim form which includes: the name of the student, birth date, school district, school address, parents or guardians name and address must be completed.
- Parents must file a claim with both their own insurance company and the school's accident insurance company within 120 days of the date of injury and in no event later than one (1) year.

Complete directions for submitting claims are on the back of the claim form.

## **Student Accident Insurance (voluntary)**

Coverage can also be purchased by parents with a child or children attending school in our School District, with the opportunity to select a primary group insurance plan for students. Student accident insurance can help you eliminate the possibility of out-of-pocket expenses, since many group insurance policies no longer pay full hospital and medical expenses and may require a deductible or coinsurance.

The district website contains information and forms for Student Accident Insurance under the info tab, or you may contact American Management Advisors directly at (215) 946-8888 between 8:00 a.m. and 4:30 p.m.

## **Student Photographs**

Over the course of the year it is common for employees of the Middle School and the District to photograph students as a way of celebrating and showcasing student activities and accomplishments. We realize that there are reasons why a family might not want their child's picture published or shared with the public. If this applies to you, please write a letter to the Principal, with a copy to the Community Information Network at the District Administration Building, indicating that your child should not be photographed for the purpose of being included in a publication or videotape production. Please include your child's name, grade, age, and PAWS/Advisory teacher's name.

In October all students will be photographed. There will be no charge for this. All students will be given the option to purchase an assortment of photograph packages. Forms will be distributed a few days before picture day.

During the various sport seasons, student athletes will be given the opportunity to purchase team and individual pictures.

## **Student Residency**

At the beginning of the school year, each parent/guardian is required to complete and submit to the school an emergency contact card. In the event there is any change in the student's address or phone number, the **office must be notified** immediately to make the change. Proof of residency is required to make changes.

## **Textbooks and Equipment**

Textbooks and certain other equipment needed by the students are supplied by the school district. These are loaned and are to be returned in good condition at the close of the school year. Students are responsible for seeing that books are kept covered at all times.

All equipment which is lost or damaged by misuse or neglect must be replaced or paid for by the student before report cards are issued.

## **Valuables and Money**

Keep valuables or large amounts of money at home. We recommend this to save you from the upset resulting from theft or loss. It is your responsibility to secure your personal belongings and valuables by keeping them in your lockers. This is particularly important when changing clothes for gym class. Do not leave your clothing and book

bags on benches. Keep everything in your locker. Upper Moreland Middle School is not responsible for lost or stolen items.

## **Visitor Procedures to UMMS While School is in Session**

To improve building security, visitors to UMMS must enter through the main lobby door and come into the main office. If the visitor is requesting permission to enter the building beyond the main office, they must have their driver's license or photo ID card scanned into the visitor management system (RAPTOR). A visitor's badge will be printed and must be visibly displayed on the person at all times while he/she is in the building.

Upon departure from the building, visitors are to return to the main office. Visitors are expected to return the visitor pass so they can be officially logged out of the system.

Parents/ guardians signing a student out of school, for any reason, must present their identification to be scanned into the system.

To minimize disruptions to our educational program, only those people who have academic or educational goals to pursue will be granted permission to observe our school and classrooms during the day. Any visitor, whether students from other schools, former graduates or other adults, must abide by the following regulations:

1. Visitation requests must be made with the main office at least one day in advance of the visit to describe the intended purpose of the visit and the anticipated date(s) and time(s).
2. The Administration will review the request and will obtain prior approval from all teachers who will be affected before granting visitation privileges.
3. Visitations for social reasons are not permitted.
4. Visitations will be discouraged during the first week of classes, the last week of classes, or on the day prior to or immediately following a school holiday.

## **Educational Goals**

The key educational goals for our school are:

1. to develop productive and accomplished students
2. to create an excitement for learning
3. to promote good citizenship
4. to prepare students for a rapidly changing technological world
5. to promote physical and emotional well being
6. to expose students to an array of creative experiences

## **Educational Philosophy**

The Upper Moreland Middle School will provide a child-centered educational environment for students during a time of transition from elementary school to high school.

We will strive to build upon basic skills, to provide the knowledge and experiences necessary for the development of a positive self-image, and to foster academic, social, and personal growth for the present and future lives of the students.

Through a variety of instructional techniques, we will endeavor to help students to better understand and adapt to their ever-changing physical and social needs, and to better understand themselves and others.

## **Educational Program**

### **Literacy**

The literacy program at the middle school further develops students' previous learning in reading, writing, speaking, listening and thinking. Reading instruction is based on development of comprehension, analysis, interpretation, and evaluation of fictional and informational texts. Vocabulary knowledge is developed through a multi-layered approach of direct instruction and students' individual, active exploration of meaning. Writing instruction focuses on the ability to write for a variety of purposes and audiences. Students write in a variety of modes, which include informational, persuasive, and narrative. To ensure clarity of written communication, direct instruction focuses on grammar, based on response to students' writing. Students learn strategies to become effective and efficient problem solvers using the Big6 Process. The skills and strategies of reading, writing, listening and speaking are incorporated through digital literacies in order for students to become effective 21<sup>st</sup> century learners. Classroom instruction includes the use of anthologies, class novels, literature circles and specific lessons developed through observation of students' learning and the use of assessment data including our benchmark assessments, writing prompts, classroom assessments, and PSSA testing. Students enhance their own independent reading through sustained silent reading of books on each child's reading level.

### **Mathematics**

The Middle School mathematics program is designed to meet the ability, needs and readiness of each student, thus there are grade level and accelerated courses. The

sixth grade course is Math 6. The seventh grade course is Math 7. The eighth grade course is Pre-Algebra. In order to enhance and improve students' mathematical understanding, in every course there is an emphasis on problem solving and students are frequently required to explain, both orally and in written form, the process they use to solve problems. Students work in study teams, have group instruction from their classroom teachers, and work one-on-one with their teachers during mathematics class. In addition to classroom assessments and benchmarks, a comprehensive final exam is given and the grade from this assessment is included in the fourth marking period course grade. Summer math packets are provided to help students maintain important skills during the summer months.

In order to ensure that students are prepared and in the right course level as they transition between grade levels and into their high school program, prerequisites are followed for movement between courses. Students need to pass their grade level course to move onto the next course. For accelerated mathematics courses, students need to maintain a minimum grade of 80% to advance from Accelerated Mathematics 6 to Pre-Algebra 7. Students need to maintain a minimum grade of 85% to enroll in an Algebra I course. Students need to pass the Algebra 1 Keystone Exam and maintain a minimum grade of 85% to enroll in the Geometry Honors course offered in eighth grade. For those students who have an IEP, grade level courses titled Concepts of Mathematics 6, Concepts of Mathematics 7, and Concepts of Pre-Algebra are also offered.

Most students at the middle school will progress from Math 6 to Math 7 and onto PreAlgebra. Algebra I and Geometry Honors are considered high school courses. Mathematics courses follow the progression below.



## Science

The science program provides science experiences that encourage all students to develop as observers, information-seekers and problems-solvers who are equipped to cope in an increasingly complex scientific world. Each student is actively engaged in the thinking process which includes: observation, communication, comparison, organization, relationships, inferences, and application. The science program is inquiry-based, with an emphasis on hands-on learning.

The sixth grade science course is composed of four units of study, Researching the Sun, Earth, Moon System, Exploring Planetary Systems, Understanding Weather and Climate and Exploring Plate Tectonics. These units are aligned to Pennsylvania Science and Technology Standards and provide an in-depth study of Earth Science, including Earth's systems, water and weather. The study will also investigate Earth's role in our solar system. Environmental science including natural resources and climate change will be studied.

The seventh grade science course provides an in-depth study of Life Science including cells, genetics, ecosystems and energy transfer through atoms. Environmental Science topics of human impact on ecosystems and living things will also be addressed. This course of study is aligned to Pennsylvania Science and Technology Standards.

The eighth grade science course includes the study properties of matter and astronomy. This course emphasizes the use of knowledge and evidence to construct explanations for scientific information. Environmental science will focus on issues of human impact on Earth's systems. This course of study is aligned to the Pennsylvania Science and Technology Standards and develops students' abilities to do and understand scientific inquiry.

### **Social Studies**

The focus of the social studies curriculum is to allow students to explore the world during specific time periods. Grade 6 studies World History from Pre-History to 1500. Grade 7 studies Western Civilization from 1000 A.D. to 1763. Grade 8 explores United States History Constitutionalism from 1763 through to 1877. During each time period the students learn about the geography and climate, government, religion, leaders, scientific development, culture, and economies of those worlds, and the influences each had on the history of mankind. Research, current events, and career education are also a part of the social studies curriculum.

### **World Language**

Spanish, French, and German are offered in the Upper Moreland School District. The program creates a community of learners who develop the linguistic skills and the cultural understanding to interact successfully in a multi-cultural global society. All languages emphasize the major aspects of language learning: comprehension, speaking, listening, reading, writing and cultural analysis. World language is offered as a major subject to eighth grade students who are not receiving additional support in reading. This course provides a first year foundation for further study at the high school level. Successful completion of the eighth grade course is required for movement to a level II course at the high school. Seventh grade students take an exploratory world language, which exposes students to fifteen day modules of each language over a 45 day academic quarter. Sixth graders are offered the opportunity to continue their study of Spanish from the Intermediate School. In this 45 day interactive class, Spanish conversations will continue to develop. Students will practice previously learned skills in the target language.

### **Art**

The visual arts build on the work done at the elementary school. Students work on making historical and cultural connections while also critically and aesthetically evaluating their progress during the art-making process. At the sixth and seventh grade levels, students explore drawing, painting, printmaking, sculpture, and digital image manipulation. At the eighth grade level, students explore computer animation, digital imaging, ceramics and large-scale sculpture.

### **Technology Education**

The technology education program fosters the development of essential skills enabling students to understand how technologies are developed and used. Hands-on problem-based activities allow students to understand and evaluate their effects on other technologies, the environment, and on society itself. Work in these courses focuses

on the components of the core technological system which include Biotechnology, Communication, Construction, Manufacturing, Transportation, Energy and Power.

### **Computers**

This sixth and seventh grade course is designed to build upon the work done in computer classes at the elementary school level. The Upper Moreland Acceptable Use Policy and the ethical use of technology are emphasized as students develop a web-based portfolio, use web 2.0 tools, and apply key components of productivity software. Students work in a project based learning model where they create different products that require specific technological skills. The projects are designed to enhance each student's use of technology within their content area classes.

### **Family and Consumer Sciences**

Three strands of curriculum are offered within the family and consumer sciences department; child development, culinary arts and nutrition, and consumerism. During sixth grade, child development and culinary and nutrition are explored. Students study the development of a child through the sixth year and the basics of nutrition, food safety, kitchen safety and basic cooking techniques. In the seventh grade, students are introduced to concepts such as budgeting, goals, needs and wants, use of resources, financial services, and understanding the uses and costs of credit. There is a lab fee that covers all supplies for the textile project. At the eighth grade level, students further develop their knowledge of nutrition, food safety, kitchen safety, and cooking techniques. A mini-unit on international food uses recipes from Germany, France and Mexico.

### **Music**

The musical arts are designed to provide a strong foundation as students become life-long music participants. Students apply musical skills through the performance and identification of different melodies, harmonies, meter and instruments. They develop their understanding through different forms of music including musical theater, blues, folk, jazz, pop and classical. Students develop an understanding and appreciation of the differences in music from other cultures and the connections music brings to people, places and time.

### **Health**

The Health program is designed to enhance the physical, intellectual, emotional and social development of all students. Learning opportunities are provided to develop the knowledge and skills necessary to promote and maintain lifelong health and wellness. The sixth grade course includes factors that determine health, application of a decision-making model, and substance abuse. The seventh grade includes mental and emotional health and human reproduction. The eighth grade course concentrates on nutrition and human sexuality.

### **Physical Education**

The physical education program is designed to provide a variety of activities that enhance physical fitness and skill development. At the Middle School, students apply skills they have learned to team sports and begin to explore recreational and lifelong

fitness activities. Through the focus on team sports, students demonstrate their respect for others and exhibit fair play. The value of regular physical activity and its contribution to a healthy lifestyle are emphasized. At the Middle School, swimming is a key component of the physical education program.

### Extended Learning Opportunities (ELO)

For students who struggle to complete assignments an Extended Learning Opportunity program is in place. This program is staffed by a Middle School teacher who will provide assistance as necessary. Teachers who assign this to students will contact parents about the dates and missing work. The program takes place after school from 2:35 pm - 4:15 pm. A schedule will be posted on a monthly basis. Students who stay for ELO will be permitted to ride the 4:15 bus home.

### Grading

The school year is divided into four academic report quarters. Parents will receive a copy of the report card at the end of each academic quarter.

All report cards are products of our computerized reporting system. Each students report contains grades, optional comments, and absentee information. All grades are number grades.

Report Period	Ends	Reports Mailed
1	Nov. 4	Nov. 16
2	Jan. 20	Feb. 3
3	Mar 31	April 12
4	June 14	June 21

UMMS uses a numerical grading system. Grade values are:

- 100-90 A
- 89-80 B
- 79-70 C
- 69-65 D
- 64-53 F

A "53" should be the lowest grade record, even though students may have earned a grade below that. Other grades that can be used are:

- M - Medical                      Given when a student is hospitalized, ill at home for a period time.
- I - Incomplete                      Recorded when students have not completed academic course requirements for the marking period. Continued failure to complete course requirements will result in the incomplete grade turning into a failing grade.
- O - Outstanding (95%)              Alternative option for selected courses/students
- S - Satisfactory (85%)              Alternative option for selected courses/students
- U - Unsatisfactory (65%)              Alternative option for selected courses/students

Final grade for quarter and semester courses are calculated and posted at the conclusion of the term of the course.

## Homework

Homework is given for various purposes. It is designed to help the students support their classroom learning by completing work, preparing for new concepts, practicing and applying learned skills, and extending the knowledge into new applications and demonstrations of mastery.

The following chart indicates the amount of time a student in each grade should expect to be working on assignments each night. There may be nights when less or more time is needed to complete work as this chart represents the average expectation. It is the responsibility of the student to maintain an accurate assignment book, complete the work, and be aware of deadlines as given by the teacher.

Grade	Amount of time on most nights
6	30-60 minutes including independent reading
7	35-70 minutes including independent reading
8	40-80 minutes including independent reading

Homework grades are in place to represent the quality of a student's work and work habits. The grades are based on completeness, accuracy and/or punctuality. Homework is a learning opportunity for the student in subject matter and time management skills, both of which engender educated and responsible adults.

Studies show that homework has a significant impact on student achievement. In Upper Moreland Middle School, a student's overall grade is made up of many components including tests, quizzes, projects, performance assessments, participation, and homework. As such, the homework portion of the grade should make up no less than 10% and no more than 20% of the overall grade.

The following steps will help you maximize your learning:

1. Do your work independently, unless otherwise indicated
2. Turn in completed assignments on time
3. Take home all needed materials for homework completion
4. Follow homework directions carefully
5. Work neatly and legibly

## Home Access Center (HAC)

The "Home Access Center" is the portal for parents to check on the daily academic progress of their son or daughter. It is a web based program that allows parents/guardians to see up-to-date information about their student's attendance, assignments, grades and transportation from a personal computer. Families are expected to check the HAC center for bus assignments to and from school.

## Honors Recognition

Students who perform well academically receive special recognition. Students are eligible to receive both regular honors recognition and distinguished honors recognition.

**Regular Honors:** a student must earn at least three grades of 90-100 with no grade lower than 80. **Distinguished Honors:** a student must have all grades of 90-100 with **only one** grade of 80 or above.

## Promotion and Retention

Students must earn a minimum passing final grade (65%) in all academic and unified arts subject areas in order to be promoted to the next grade

Final grades of 64% or below will require remediation before a student can be promoted. Students may remediate failing grades by:

- Attending an approved summer school program (60 hours per course) and earning a final passing grade in one or both courses being remediated. (**Note: Upper Moreland Middle School does not offer a summer school program**)
- Through private tutoring (30 hours per course)
- Please be advised that students are only permitted to remediate two subjects

## Benchmark Assessments

Two times a year, the Upper Moreland Middle School tests each of our students in reading, math, writing and science. The Benchmark Assessments are structured in a similar format to the Pennsylvania state tests (PSSA) in these subjects, so that the results can be used to more effectively target the needs of our students.

The Benchmark Assessment results do NOT become part of the students' grades. Rather they are analyzed according to the state standards so that each child's current skill level and progress over time can be determined. With this information, teachers develop a variety of instructional activities to help students show growth in areas of weakness.

The Benchmark Assessments give the teachers a better understanding of the test taking abilities of each student regarding concentration, preparedness, effort, etc. We use this knowledge to make decisions about the testing environment each child will need for the PSSA in the spring.

The results are a strong indicator of the appropriate level for students in the coming year. By combining the PSSA score, the Benchmark Assessment scores, and course grades, the UMMS teachers and administration determine the best courses for each student in reading and math for the next school year.

Parents can encourage their children to work to the best of their ability on the Benchmark Assessments since the results will have a direct impact on future lessons, expectations, and courses. In addition, a good night's rest and a healthy breakfast on test-taking days will give our students the extra boost they need to concentrate.

## **Specialized Programs**

### **Humanities - Grade 7 & 8**

At Upper Moreland Middle School, the Literacy program is based on the integration of reading and language arts skills. For students who excel in the reading, writing and language arts skills, the Upper Moreland Middle School offers a course that combines Humanities with Literacy where students speak, write, read, and research at a more rigorous level. For this reason, there is a placement process used to ensure that students are prepared for the depth and breadth of work they will be asked to do in the Humanities/Literacy course. The process includes an analysis of Benchmark Assessment, Terra Nova and PSSA testing data as well as ratings made by classroom teachers regarding the skill level and work habits of the students under consideration.

### **Math and Reading Labs**

Math Lab and Reading Lab are scheduled for students who have not shown adequate progress in mathematics class, on Benchmark Assessments or PSSA testing. The labs are small in size so that students can receive concentrated support from the teacher. Math and Reading Labs are designed to complement the mathematics and literacy course, not replace it, and meets on three out of the six days in a cycle for a full period all year.

For students who have not been identified prior to the opening of school but who demonstrate the need for support throughout the year Reading or Math Lab will be added to his/her roster. As a student shows improvement, based on both data and teacher recommendation, he/she will be considered for removal from the support program.

Grades for Reading and Math Labs are available in the Home Access Center. Grades included will give students and families important information on assessments taken and student's completion of tasks given. Report Card grades will be reported as O, S and U.

## **Team Organization of the Middle School**

In an effort to create a more child-centered environment where optimum learning and achievement takes place, the 6<sup>th</sup> grade consists of four teams of teachers, (two-three per team), each identified by a team color: blue, orange, green, and yellow. One member of the team will teach math and science, the other will teach literacy and social studies.

The 7<sup>th</sup> and 8<sup>th</sup> grades each have two teams with five teachers per team identified by the school's colors - purple and gold.

In both instances, the structure of the teams allows time for planning interdisciplinary units, peer-coaching, mentoring, discussion of student concerns, planning of field trips, and opportunities to conduct other business relevant to the team.

# STUDENT SUPPORT SERVICES

The Upper Moreland Middle School offers a full array of special services to augment its regular curricular programs. These services include a counselor, a psychologist, a social worker, and a registered nurse. In addition, there are professionals on staff to provide special education programming, gifted programming, basic skills remediation, and speech therapy. A Student Assistance Team (START) is also in place to assist students who are experiencing special problems.

## Guidance and Counseling Services

The Middle School has two certified school counselors who are available to help students in a variety of ways. Counselors may work with students to mediate conflicts, manage stressful situations, develop positive coping skills, and solve problems. Counselors also run small groups to build skills in specific topic areas, and present classroom guidance lessons on special topics specific to each grade level. These lessons align with the American School Counselor's Association National Standards and are intended to support positive development for all students.

Students who wish to see their school counselor should obtain a pass from their classroom teacher. Conversations between students and counselors are confidential, except in cases where the counselor feels that a student is in danger. Counselors are also available to speak with parents about emotional, social, or developmental concerns they have about their child. The 8<sup>th</sup> grade counselor will also assist students and their families with high school course selection.

## Health Services

The function of health service is to promote better health among students and to provide instruction in health matters through individual and collective conferences with the nurse. The certified school nurse is available to provide immediate, temporary care in case of illness or accidental injury.

Any student who becomes ill or is injured during the school day should report to the nurse. If in class, the student requests a pass to report to the nurse's office. The nurse will decide whether or not the student is to go home or is to be taken care of by the nurse and returned to class. If the nurse is not in her office, the student should report to the main office.

A student should not go to the health suite between classes. A student should go to the next class and receive permission from that teacher to come to the nurse's office.

If the nurse determines that it is in the best interest of a student to be sent home during the school day, a parent must come to the middle school and release the student from school. Emergency exceptions to this requirement must be approved by the Principal or an Assistant Principal.

## Use of Medication During school hours

The Board of School Directors of Upper Moreland Township, in accordance with the guidelines from the Pennsylvania Department of Education and Pennsylvania Department of Health, has revised the policy concerning the administration of medication in school.

### Prescription Medication:

A written/electronic Prescription from the child's Health Care Provider is **required** in order to dispense Prescription medication at school.

All Prescription medication must be brought to school in the labeled Pharmacy container.

### Over the Counter Medication:

A written/electronic Prescription from your child's Health Care Provider is **required** in order to dispense Over the Counter medications at school.

All Over the Counter medications supplied by parent/guardian must be brought to school in the labeled container.

**All prescription and over the counter medicines** must be brought to school in the original labeled container and must be **delivered to school by the parent/guardian.**

All medications are to be kept in the nurse's office unless otherwise specified by the child's Health Care Provider. Every attempt should be made to dispense medication at home; however, any medication deemed necessary for the continued treatment of medical conditions will be given during school hours as prescribed by the child's Health Care Provider.

**Attention Parent/Guardian:** Your signature and the signature of your Health Care Provider is **required** on the medication permission form. By providing these signatures, you are giving permission for administration of medication to your child during school hours.

This form (pink) is found in students *Back to School Folder* distributed on the first school day, and also on the district website at [www.umtsd.org](http://www.umtsd.org)

## **Student Assistance Team**

The Student Assistance Program is an intervention program designed to identify and refer "high risk" students for appropriate treatment. The **Student Assistance Referral Team (START)** includes the nurse, teachers, counselors, psychologists, administrators, and appropriate agencies from the community who have special training in areas such as drug and alcohol issues, depression, family problems and suicide. START accepts referrals from staff, students, and parents.

## FACULTY AND STAFF

**Dr. Joseph Waters, Principal**

**2016 – 2017**

**Richard Gould, Assistant Principal**

**Dr. Leslie Djang, Assistant Principal**

**Rick Small, Management Assistant**

6th GRADE				Room	Subject	World Language	Room	Subject
6BL1	Mrs. Meeks	S02	Math, Science			Mr. Grande	710	Spanish/French
6BL2	Mrs. S. Smith	605	Literacy, Soc. St.			Ms. Leistrum	715	German
6OR1	Mrs. Remmey	S03	Math, Science			Mrs. Fox	L07	Spanish
6OR2	Mrs. Valentine	604	Literacy, Soc. St.			Mrs. Bakey	714	French
6OR3	Mr. Feldman	802	Literacy, Soc. St.			Mrs. Kontostergios	710	Spanish
6GR1	Mrs. Westmoreland	S01	Math, Science			<b>Humanities</b>	<b>Room</b>	<b>Subject</b>
6GR2	Mrs. Roessler	607	Literacy, Soc. St.			Mrs. Hanssens	I06	Literacy
6Y1	Mrs. Stahl	601	Math, Science			Mr. Klocek	609	Literacy/Gifted
6Y2	Mrs. Meakim	602	Literacy			<b>Unified Arts</b>	<b>Room</b>	<b>Subject</b>
6Y3	Mrs. McVoy	606	Literacy, Soc. St.			Ms. Shea	I04	Art
<b>7th GRADE</b>				<b>Room</b>	<b>Subject</b>	Mrs. Clark	706	Computers
7G1	Ms. Schuck	704	Math			Mrs. Fedell	H03	FCS
7G2	Mrs. DiSantis	S05	Science			Mrs. Goldsworthy	H/PE	Health/PE
7G3	Mr. Herbert	711	Social Studies			Mr. Green	H/PE	Health/PE
7G4	Mr. Klocek	609	Literacy			Mr. Walter	H/PE	Health/PE
7G5	Mrs. Bielefeldt	S07	Literacy			Mrs. Burzi	A06	Music
7P1	Mrs. Grant	702	Math			Mr. Stahl	A06,A11	Music
7P2	Mrs. Klock	SO6	Science			Ms. Washburn	A06	Music
7P3	Ms. Armstrong	701	Social Studies			Mrs. Williams	A06,A11	Music
7P4	Mrs. Auld	611	Literacy			Mr. DeFranco	I03	Tech Ed
7P5	Mrs. Renard	703	Literacy			<b>Learning Support</b>	<b>Room</b>	<b>Subject</b>
<b>8th GRADE</b>				<b>Room</b>	<b>Subject</b>	Mrs. Adair	L14	ES
8G1	Mrs. C. Smith	807	Math			Ms. Benvenuto	709	LS
8G2	Mrs. Carder	S04	Science			Mrs. Butler	603	LS
8G3	Mr. Ricker	804	Social Studies			Ms. Hopkins	H02	LS
8G4	Mrs. Clancy	805	Literacy			Mrs. Gehret	A16	Reading/Math Lab
8G5	Mrs. Bremer	810	Literacy			Mr. Mellor	801	LS
8P1	Mr. Ludlow	713	Math			Ms. Morris	801	LS
8P2	Mr. Walton	S08	Science			Mrs. Sowers	CA02	LS
8P3	Mr. Hedeman	714	Social Studies			Mrs. Wright	808	LS
8P4	Mr. Riband	803	Literacy			<b>Support Staff</b>		
8P5	Mrs. Keck	811	Literacy			Ms. Bishop		LS
	Mrs. Criss	708	K-8 Math Coach			Mr. Cohen		Pool Aide
	Mrs. Kahn	809	Speech			Mrs. Creswick		LS 1/1
	Mrs. Fleck	L06	ESL			Mrs. Curtis		LS 6th grade
	Ms. Antonuccio	Library	Librarian			Mrs. Duchnoskly		Duty Asst
	<b>Student Services</b>					Mrs. Fay		Duty Asst
	Mrs. Carney	Guidance 6th, 7th				Mrs. Ferguson		LS 1/1
	Mrs. Myhasak-Mr. Cohen	Psychologist				Mrs. Garner		ES
	Mrs. Hackett-Kelly Moyer	Guidance 8th,				Mrs. Hasara		LS Life skills
	Mrs. Dethloff	School Nurse				Mrs. Heron		U Arts Asst
	<b>Technology Aides</b>			<b>Room</b>		Mrs. Knauss		LS 7th grade
	Mrs. Delaurentis	707	Tech.			Mrs. Meck		LS 1/1
	Mrs. Hopf	707	Tech.			Mrs. Minch		LS 8th grade
						Ms. Norris		LS 1/1
						Ms. Vivas		LS 1/1
						Mr. Young		LS 1/1
						<b>Secretaries</b>		
						Mrs. Gaston	Receptionist	
						Mrs. Grivjack	Guidance	
						Mrs. Moffa	Principal's Secretary	
						Ms. O'Neill	Attendance	
						Mrs. Rawlings	Library	
	8/17/2016							

## **Table # 2 - Telephone Numbers**

Assistant Principals	215-674-4185
Athletics	215-956-1904
Attendance	215-706-3787
Discipline Office	215-674-4185
Guidance Office	215-706-3790
Main Office	215- 674-4185
Nurse	215-706-3793
Pool Office	215-706-4894
Principal	215-674-4185

**School Emergency Closing Number - 310**

**Table # 3 - Daily Bell Schedules (Options)**

**Standard Schedule 16-17**

Period		Time			
Teacher Meeting/Study Group		7:15 – 8:00 (45 minutes)			
Paws/Advisory		8:00 – 8:38 (38 minutes)			
Period 1		8:38 – 9:24 (46 minutes)			
Period 2		9:24 – 10:10			
Period 3		10:10 – 10:56			
Grade 6		Grade 8		Grade 7	
L	10:56 – 11:26	Pd 4	10:56 – 11:42	Pd 4	10:56 – 11:42
Pd 4	11:26 – 12:12	L	11:42 – 12:12	Pd 5	11:42 – 12:28
Pd 5	12:12 – 12:58	Pd 5	12:12 – 12:58	L	12:28 – 12:58
Period 6		12:58 – 1:44			
Period 7		1:44 – 2:30			
Teacher Meeting /Duty		2:30 – 2:45			

**One Hour Delay Schedule 16-17**

Period		Time			
Teacher Meeting/Study Group		8:15-9:00			
Paws/Advisory		9:00 – 9:12			
Period 1		9:12 – 9:52			
Period 2		9:52 – 10:32			
Grade 6		Grade 8		Grade 7	
L	10:32-11:02	P 3	10:32 – 11:12	P 3	10:32- 11:12
P 3	11:02- 11:42	L	11:12 – 11:42	P 4	11:12 – 11:52
P 4	11:42-12:22	P 4	11:42 – 12:22	L	11:52 – 12:22
Period 5		12:22 – 1:03			
Period 6		1:03 – 1:44			
Period 7		1:44 – 2:30			

**Two Hour Delay Schedule 16-17**

Period		Time			
Teacher Meeting/Study Group		9:15 – 10:00			
Paws/Advisory		10:00 – 10:12			
Period 1		10:12 – 10:42			
Period 2		10:42 – 11:12			
Grade 6		Grade 8		Grade 7	
L	11:12- 11:42	P 3	11:12 - 11:47	P 3	11:12 - 11:47
P 3	11:42 - 12:17	L	11:47 - 12:17	P 4	11:47-12:22
P 4	12:17- 12:52	P 4	12:17- 12:52	L	12:22 - 12:52
Period 5		12:52 – 1:23			
Period 6		1:23 – 1:54			
Period 7		1:54 – 2:30			

**A.M. Assembly Schedule 16-17**

Period	Time
Teacher Meeting/Study Group	7:15- 8:00
Paws/Advisory	8:00 -8:38
Assembly	8:38- 9:38
Period 1	9:38- 10:15
Period 2	10:15 -10:52
<b>Grade 6</b>	<b>Grade 8</b> <b>Grade 7</b>
L 10:52 – 11:22	P 3 10:52 - 11:29 P 3 10:52 – 11:29
P 3 11:22 – 11:59	L 11:29 - 11:59 P 4 11:29 – 12:06
P 4 11:59 – 12:36	P 4 11:59 - 12:36 L 12:06 – 12:36
Period 5	12:36 – 1:14
Period 6	1:14 – 1:52
Period 7	1:52 – 2:30

**P.M. Assembly Schedule 16-17**

Period	Time
Teacher Meeting/Study Group	7:15 – 8:00
Paws/Advisory	8:00 – 8:38
Period 1	8:38 – 9:15
Period 2	9:15– 9:52
Period 3	9:52 – 10:29
<b>Grade 6</b>	<b>Grade 8</b> <b>Grade 7</b>
L 10:29 – 10:59	P 4 10:29 – 11:06 P 4 10:29 – 11:06
P 4 10:59 – 11:36	L 11:06 – 11:36 P 5 11:06 – 11:43
P 5 11:36 – 12:13	P 5 11:36 – 12:13 L 11:43 – 12:13
Period 6	12:13 – 12:51
Period 7	12:51 – 1:30
Assembly	1:30 – 2:30

**11:00AM**

**Early Dismissal Parent Conferences 16-17**

Period	Time
Teacher Meeting/Study Group	7:15- 8:00
Paws/Advisory	8:00 - 8:12
Period 1	8:12 - 8:30
Period 2	8:30- 8:48
Period 3	8:48- 9:06
Period 4	9:06- 9:24
<b>Grade 6</b>	<b>Grade 8</b> <b>Grade 7</b>
L 9:24- 9:49	P 5 9:24-9:49 P 5 9:24-9:49
P 5 9:49-10:14	L 9:49-10:14 P 6 9:49-10:14
P 6 10:14-10:39	P 6 10:14-10:39 L 10:14-10:39
P 7 10:39-11:00	P7 10:39-11:00 P 7 10:39-11:00

**1:00 PM  
Early Dismissal 16-17**

Period	Time
Teacher Meeting/Study Group	7:15- 8:00
Paws/Advisory	8:00 - 8:12
Period 1	8:12 - 8:49
Period 2	8:49- 9:26
Period 3	9:26-10:03
<b>Grade 6</b>	<b>Grade 8</b>
L 10:03-10:33	P 4 10:03-10:40
P 4 10:33-11:10	L 10:40-11:10
P 5 11:10-11:47	P 5 11:10-11:47
	<b>Grade 7</b>
	P 4 10:03-10:40
	P 5 10:40-11:17
	L 11:17-11:47
Period 6	11:47-12:24
Period 7	12:24-1:00

**Table #4 - Co-Curricular Supervisors and Coaches**

CO- CURRICULAR ACTIVITIES	SUPERVISOR/COACH/DIRECTOR	SEASON
Band Front	Amber Williams	Fall
Indoor Guard	Lauren Penglase	Winter
Jazz Band	Mr. Stahl	Winter
Marching Band	Mr. Stahl	Fall
Year Book	Ms. Armstrong/Mrs. Clark	Year
Musical	TBA	Spring
Student Council	Mrs. Fox/Mr. Ricker	Year
<b>ATHLETIC TEAMS</b>	<b>HEAD COACH</b>	<b>SEASON</b>
Baseball	Mr. Ricker	Spring
Basketball (Boys)	Mr. Ludlow	Winter
Basketball (Girls)	Mr. Ludlow	Winter
Cheerleading	TBA	Fall
Field Hockey	Mrs. Cohen	Fall
Football	Mr. DeFranco	Fall
Lacrosse (Girls)	Ms. Benvenuto	Spring
Soccer (Boys)	TBA	Fall
Soccer (Girls)	Ms. Hopkins	Fall
Softball	Mrs. Fox	Spring
Spring Track (Boys)	Mr. DeFranco	Spring
Spring Track (Girls)	Mr. Walter	Spring
Tennis (Boys)	Mr. Walton	Spring
Tennis (Girls)	Mr. Walton	Fall
Wrestling	Mr. Ellis	Winter

## Table #5 Student Activities/ Athletic Code

The Upper Moreland Middle School believes it is important to maintain a co-curricular program to enhance the regular curricular program. Participation in these co-curricular activities is a privilege which students earn through appropriate behavior, conduct, and attitudes. Consistent with our district's philosophy, the guidelines and regulations contained herein represent responsibilities to which students must adhere, in order to participate in the co-curricular program.

While this policy encompasses student responsibilities related to school attendance and overall behavior, we are most concerned with the involvement of our young people with drugs and alcohol. As stated in the Code of Conduct, "Possessing, using, distributing, delivering manufacturing, being involved in any aspect of a related transaction, and/or being under the influence of any drug or mood altering substance and/or alcoholic beverage, or substance paraphernalia on school property, in one's locker or book bag, on one's person or personal property, or in one's vehicle or at any school-sponsored activity, or conspiring to do any of the above acts" is a violation of school policy.

Any participant in a school activity who violates this Code may be suspended from participation in activities for a minimum of the remainder of that current activity season. Students may be suspended from an activity at the beginning of a season if the violation occurs between seasons. Students who participate in extra-curricular activities are representatives of the district 24 hours a day and are, therefore, subject to the Code even outside of school hours and off school premises and are subject to the same consequences as if it happened in school. Other discipline may be imposed as determined by Administration.

By being allowed to participate in a school activity, the student agrees to follow the guidelines outlined in this Code and accept the responsibilities set forth herein.

We hope that all persons in our school community will be supportive in helping to establish a positive, meaningful, healthy, and safe atmosphere for our students and families. Students involved in extra-curricular activities and benefiting from their privileges should be committed to the same sense of purpose.

1. Participants in the interscholastic athletic program must abide by the PIAA and Upper Moreland School District requirements concerning the eligibility of students which include, but are not necessarily limited to age, amateur status, attendance, health, transfer, academic performance, conduct, and out-of-season regulations.
2. Participation in two sports within the same season is not permitted.

3. A student may not participate on a day that he/she has been absent from school, unless such absence had prior approval from Administration.
4. A student must be present by 9:00 AM and be present for a minimum of four hours on the day of competition to be eligible to participate in the days events, unless student has prior approval of Administration.
5. A student on suspension from school (in-school or out-of-school) may not attend practices and may not compete while on suspension. This ban shall begin on the first day that the suspension is being served, and remains in effect until the day on which classes are to be resumed.
6. Displays of unsportsmanlike conduct or the use of profanity toward an opponent, teammate, official, or coach will result in counseling by the coach and possible suspension from the team. Athletes removed from a contest for unsportsmanlike conduct will receive a mandatory minimum one game suspension. This suspension shall commence with the first scheduled game following the ejection.
7. Team members are expected to be present at all practices, team meetings, and contests unless excused by the coach.
8. Students quitting a team make themselves ineligible for any other sport during that season. However, students who try out and are "cut" from a team are eligible to try out for and participate in another sport.
9. All team members are to travel to and from away contests by means of the transportation provided by the school district. Exceptions to this requirement will be made for emergency purposes only and must be pre-approved by the Athletic Director.
10. Athletes are responsible for returning all uniforms and equipment that were issued to them. Failure to do so will result in a financial obligation equal to the full replacement cost of the item.
11. The Upper Moreland School District collects activity fees to help fund the essential equipment and excess travel expenditures related to operating its co-curricular programs. Co-curricular programs include sports and marching band. Activity Fee Funds will be collected by the District and administered by the Activity Fee Committee as directed by the Upper Moreland School Board. Forms and payments are due prior to first scheduled practice. If the activity includes tryouts and "cuts", refunds will be provided to participants who are not selected for the activity. All athletic forms are available on the district web page under site shortcuts marked Activity Fees and Form.

